

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

Location: 222 Sheep Davis Road, Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
Telephone: 603-271-2661
Toll Free: 1-800-371-4503
Fax: 603-271-1091

MINUTES OF MEETING

December 1, 2005

(Approved January 5, 2006)

Members Present: Edward Murdough, Karen Schlitzer, Brad Simpkins, Michael Williams, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hoglund, Peter Russell, George Sykes, J. William Degnan, Richard Mason.

Members Absent: Earl Sweeney, Scott Weden, Joseph Butts.

Others Present: *Division of Fire Standards & Training*—Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Jeff Phillips, Bureau Chief; Heather Newland, Recording Secretary.
Concord Fire Department—Chief Chris Pope.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:05 a.m. on Thursday, December 1, 2005 at the Richard M. Flynn Fire Academy, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

II. APPROVAL OF MINUTES

Item 1. November 3, 2005. ***Motion*** was made by Commissioner Carrier, seconded by Commissioner Russell, to approve the Minutes of the November 3, 2005 Commission meeting with the following correction: Page 6 of 6, Item VIII-2, last sentence, add the word “Alstead” after the word “in,” so the sentence reads, “Director Degnan gave one example of an EMT in Alstead who was affected.” Motion passed with Commissioner Schlitzer abstaining as she was not present at that meeting.

III. CHAIR'S REMARKS

Chair Duquette thanked everyone who participated in the Commission's Academy Awards program. He said he heard many good comments.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chief Prentiss gave her report for Emergency Medical Services.

Item 2. Fire Marshal's Office. Director Degnan gave his report for the Fire Marshal's Office.

Item 3. Forest Protection Bureau. Commissioner Simpkins gave the following report:

- (a) Fire statistics YTD: 526 fires, 174 acres.
- (b) Volunteer Fire Assistance grant applications are due by December 2. So far we've received approximately 30 applications. The VFA Committee will be meeting on December 14 to determine what towns are awarded money. Commissioner Simpkins updated his report by stating that they now have received 45 applications instead of 30.
- (c) We had two rangers graduate from the full-time police academy on November 18. Our newest ranger, Neil Bilodeau, is out and about in his district starting his field-training program. We just posted the position for our last ranger vacancy and hope to be at full staffing by early next summer.
- (d) We will be having a meeting on December 20 of the Visiting Committee for Wildland Firefighter Level 1. The purpose of this meeting is to bring together the Visiting Committee, the forest rangers, and the WFFL1 instructors to take another look at the curriculum and make sure it is working the way it was intended.
- (e) The Division has switched its radios to digital. Because of a new microwave system linking the towers, we will no longer have the ability to go back to analog. We will be working over the winter to determine a way to broadcast fire weather next spring.

Item 4. Curriculum Review. Chair Duquette reported that the Curriculum Status Report by Chief Rosolen is in each Commission member's packet and is as follows:

- (a) **Driver/Operator:**
 - (1) Pumps:
No classes scheduled at this time.
 - (2) Aerial Apparatus:
The Visiting Committee met recently and is looking at the IFSTA curriculum to supplement Dave Duquette's program, which will then be updated.
- (b) **Hazardous Materials:**
 - (1) Operations:
This program is well underway at this point with no problems reported.

- (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress; a new larger trailer has been ordered in order to contain the ever-growing demand of Hazardous Materials and Weapons of Mass Destruction. A second larger trailer has been purchased to accommodate the added equipment for this program.
- (c) **Aircraft Rescue & Fire Fighting:**
A number of Part 139 FAA classes have been approved for this Fall.
- (d) **NFPA 1030 Series:**
 - (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
At this point classes will be scheduled periodically as they consistently fill up. Inspector II Visiting Committee has started the process. The first three days will be cognitive and class activities, and the last two days will cover Citations.
 - (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator committee met and has discussed their next course of action, which is reviewing the New York state curriculum. Progress is continuing with this committee.
 - (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 standard.
- (e) **Rescue Series:**
 - (1) Structural Collapse:
No pilots scheduled as yet.
 - (2) Confined Space:
A confined space trailer is in the process of being purchased from Mike Carrier of Merrimack Fire at this time.
 - (3) Technical Rope Rescue:
Curriculum was approved at the May 5, 2005 Commission meeting. We may be sending visiting committee members out to CMC for training and come back to do TtT's.
- (f) **NFPA 1001 Firefighter I and Firefighter II:**
Train-the-Trainers are successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis. These programs are doing well.
- (g) **NFPA 1021 Fire Officer:**
A class is currently under way.
- (h) **NFPA 1041 Instructor:**
The Jaffrey class (Instructor I) is completed. The new curriculum for Instructor I is almost ready. An Instructor III class is scheduled for January at the Elliot Hospital.
- (i) **NFPA 1051 Wildland Firefighter:**
Doing well at this point.

Item 5. Academy Awards. Director Mason said that everyone's participation was appreciated. He distributed pictures for everyone to look at, and he explained which pictures are sent to the recipients. It was recommended that, if anyone has any ideas for next year's recipients, they should contact a Committee member (Commissioners Weden, Carrier, and Murdough, and Director Mason).

This item will be removed from the Agenda until next year.

Item 6. Hiring Practices. Commissioner Burbank stated that the Commission's hiring practices need to be reviewed. Chief Chris Pope of the Concord Fire Department has been doing research on this issue and was present at this meeting. Commissioner Williams thanked Chief Pope for participating in this discussion. Chief Pope answered questions from Commission members, and he discussed the survey he used. He stated he is willing to share the feedback he received.

Motion was made by Commissioner Burbank, seconded by Commissioner Williams, that the NH Fire Standards & Training Commission move forward with a review of the hiring practices outlined in the Code of Administrative Rules Chapter Fire 700. Such review will include the practices used by other hiring authorities, including the NH Police Standards & Training Council. Also, a review of nationally accepted and recommended practices will be done, as found by the Committee and Chief Chris Pope, Concord Fire Department, in his research. This review would culminate in a proposed change to the Rules to enhance the hiring practices currently mandated by the NH Fire Standards & Training Commission. The time element placed is that a final report will be submitted no later than the November 2006 Commission meeting. Motion passed unanimously.

Item 7. Nominating Committee. Commissioner Murdough stated the nominating committee would like to recommend David Duquette for Chair and Steve Carrier for Vice-Chair.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #96.

The Director's Report #96 for December 1, 2005 was as follows:

1) ACADEMY AWARDS

A fine evening was had by all! With nearly 100 attending the tenth annual Fire Academy Award ceremony, everything went very well, especially the impersonation (see

picture at the end of this report). Thanks for your continued support, and please remember to let a committee member know if there is someone who is deserving in 2006! Thanks.

2) ECUADOR

We currently have 11 fire service personnel from Guayaquil, Ecuador at our Academy participating in a fire operations "Train-the Trainer." This is the third group to attend our Academy, and we have documented several missed injuries in their department as a result of this program. I hope you will get to meet these firefighters.

3) GOVERNORS HIGHWAY SAFETY BREAKFAST

On November 22, 2005 the NH Highway Safety Agency hosted a breakfast, an annual event, to honor those involved with safety on the highways. Included were motorcycle safety groups, emergency medical services, motor vehicle division, and law enforcement. This was my first time at the event, which proved very worthwhile.

4) NORTHERN EMS OFFICE MOVE

The Bureau of Emergency Medical Services, North Country office in Berlin is moving closer to downtown Berlin. The office will be at 22 Main Street with all new furnishings and construction. We anticipate all items will be moved by the year's end.

5) DRILLYARD ENHANCEMENTS

Captain McPherson has been assigned to oversee the drill ground area. He has been removing much of the unused items and has generally cleaned the area. We have also paved more of the northern part of the yard. Things look very nice.

6) PAPERWORK FOR COURSES

We have been working on an extensive policy to deal with course paperwork and the integration of records in our database. We are anticipating a section within the Bureau of Facilities and Support to deal with this issue.

7) TRAILERS

Well I have good and bad news with housing most of our training props and equipment in trailers...maintenance. Most of our rolling stock is five years old or older and most are needing extensive work. An example is rusting on the SCBA trailer and wear and tear on the Class A Burn Trailer. Work is underway!

8) FIRE STATION ADDITION

During the Capital budget process last session we were granted permission to build an additional bay on the fire station. We anticipate one bay door on the drill ground side of the addition and extensive course and prop storage in the west end of the addition.

9) LPG TRAINING TRAILER

Extensive work has happened on our LPG training trailer, which started as a grant from the New England Propane Council several years ago. We hope to have this operational during January of 2006. A long time coming but Captain Uttis is assuring it is done correctly and SAFELY!

10) FIRE ACT GRANT STATUS

To date 47 New Hampshire Fire Departments have been awarded assistance to Fire Act Grants for FY 2005 totaling \$4,285,217 on an average of \$91,175 per grant.

11) CHIEF ROSOLEN, AT THE END OF HIS ROPE...

Or rather course work for the National Fire Academy's Executive Fire Officer Program. He is diligently working on his last applied research project and should be officially credentialed within a few months. A long four years, but in the end very worthwhile.

12) TRAUMA SYSTEM 2005 CONFERENCE

November 30 marked the 5th Annual NH Trauma Services Conference in Meredith. The conference was attended by over 100 participants. The program included several guest speakers and hit some very timely topics.

13) TESTING PROCEDURE

We have initiated a new testing procedure for certification programs which is modeled after the EMS procedure. I happened to stop by an exam recently and I must admit I was extremely impressed. An informational document is enclosed.



VI. OLD BUSINESS

Item 1. Administrative Rules, House Bill 303—PART Fire 704

WAIVERS: Director Mason explained that the original Administrative Rules proposal had a section title reason for waiver granting. The Commission members decided at the September 2005 meeting that it was not applicable as there is a section for granting reciprocity for past certifications.

A discussion was held on the definition of the word “predominant.” When a term is not defined by statute, the common meaning shall be the definition. Two definitions of “predominant” are (1) *having superior strength, influence, or authority; prevailing;* and (2) *being most frequent or common.*

The proposed Rules 704.01 and 704.02 have been reviewed by Commissioner Schlitzer. It was noted that the Rules are designed to be used on a case-by-case basis. There was more discussion on this waiver.

Motion was made by Commissioner Russell, seconded by Commissioner Degnan, to approve the 704.01 and 704.02 as proposed, which is:

Fire 704.01 Request for waiver. An agency may make a written request to waive any of the minimum selection, educational, and training standards for fire service personnel whom the Commission finds do not have emergency response and mitigation as their predominant responsibilities. Said request shall be made within 30 days of the employment date for an employment position. Said request shall:

- (a) specify what rule or rules for which a waiver is requested,
- (b) reason for waiver request,
- (c) information required on “Form A,”
- (d) the current position description, and
- (e) description of responsibilities relating to emergency response and/or mitigation.

Fire 704.02 Duration of Waiver. When a waiver is granted, it shall only be valid while the employee granted a waiver in Part Fire 704.01 is employed in that said position.

Motion passed unanimously.

VII. NEW BUSINESS

Item 1. NHDOT I-93 Expansion. Commissioner Murdough reported that the NH Department of Transportation has received a grant to work with 26 communities that are impacted on the expansion of I-93. He asked if anyone from the fire service is handling this. He said he thought maybe fire and EMS concerns should be taken into account. Director Mason said he will follow up to make sure we have representation.

VIII. GOOD OF THE ORDER

Item 1. Automatic Sprinklers. Director Degnan announced that they held a two-day seminar on plan reviews for automatic sprinklers. They had a very large response, and had to turn people away. It was co-sponsored by the Local Government Center.

Item 2. Weapons of Mass Destruction Team. Commissioner Pratt stated that the National Guard has a new Weapons of Mass Destruction Team. Their first exercises were held at Wal-Mart in Raymond. Director Mason said he has a press release about it. It is known as the Civil Support Team for the NH National Guard with 22 members on the team. They have field labs and communication capabilities. Contact information is forthcoming.

Item 3. Class in Hooksett. Commissioner Williams announced that Hooksett Fire-Rescue is sponsoring a Fire Ground Expertise Class on January 5 and 6 at Southern NH University in Hooksett.

IX. ADJOURNMENT

Motion was made by Commissioner Burbank, seconded by Commissioner Carrier, to adjourn at 11:20 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 12/01/05
2. Minutes of Meeting – 10/06/05 – Approved 11/03/05
3. Curriculum Status Report 12/01/05
4. Minutes of Meeting – 11/03/05 – Not Approved
5. Director's Report #96—December 1, 2005
6. Number of Personnel Certified in NH 07/01/05 to 11/30/05
7. Assistance to Firefighters Grant Program—FY 2005 Award Recipients, 11/25/2005
8. PART Fire 704 WAIVERS
9. Notes from the Forest Protection Bureau
10. 16th Annual New England Fire Service Training Weekend, 01/21-22/06, UMass/Amherst
11. Testing Procedure